

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Police Crime Analyst

Date: 1995

Purpose of Job

The purpose of this job is to research and perform analytical studies on criminal cases and associated projects and programs while providing strategic support to top commanders within the Police Department. Duties include, but are not limited to: performing crime analysis using analytical research tools to track crime incidents and to identify patterns of crime and crime trends; assisting in the resolution of cases by establishing relationships with or to specific crimes or individuals; conducting research studies; compiling reports, charts and graphs; and updating statistical records for proper documentation.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Productivity and Accountability:

- Analyzes crime information, statistical data, reports and other source documents from Federal, State and local law enforcement agencies.
- Works with investigative units to resolve current and closed investigations by defining relationships with or to specific crimes or individuals.
- Conducts social research studies on subjects related to crime in Atlanta; collects, analyzes and interprets data received from various departmental units and other law enforcement agencies; performs statistical calculations to compile and summarize criminal activities.
- Codes, pins and sorts police reports into proper crime categories, location or method of operation.
- Enters pertinent information into appropriate computer database; maintains computer database.
- Retrieves information from pertinent database necessary for the completion of requested and proactive reports, charts, graphs and tables.

Planning and Organizing:

- Plans and organizes complex analytical studies.

- Organizes and conducts the Atlanta Criminal Information Network; assists in preparation for the Metro Atlanta Gang Investigators Network and prepares minutes.
- Inventories office supplies and equipment; orders and maintains sufficient amount to ensure adequate units are available to perform daily tasks.

Communication:

- Responds to questions, complaints and requests for information by telephone or in person from analysts, zone personnel, merchants, the general public, attorneys, court personnel, other agencies, employees, superiors, etc.
- Provides technical support to internal and external customers on various computer software packages.
- Answers the telephone; provides information, advice and guidance.
- Composes analytical reports.

Administrative Duties:

- Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, etc., for reference and/or review.
- Substitutes for co-workers in temporary absence of same; performs flexible unit assignments as needed; performs other administrative tasks as assigned.
- Reads literature to stay abreast of activities and projects of external agencies; reviews various trade and professional journals and publications.
- Attends shift meetings, seminars and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance and to stay current with changing state/municipal policies, procedures, codes and criminal/civil case law.
- Supervise crime statisticians and office assistants.

Problem Identification and Solution:

- Researches and monitors developing crime trends in various areas.
- Analyzes criminal activity and identifies patterns of crime using database software and reviewing incident data; provides recommendations and advises of criminal activity pattern.

Equipment Use and Maintenance:

- Operates a computer, printer, etc., to enter, store and retrieve data to prepare and produce reports, compose routine correspondence and disseminate information to others on the system; uses knowledge of various software programs in an effective and efficient manner.
- Operates a photocopy machine to copy and a facsimile machine to transmit and receive correspondence, documents and reports.

- Uses a typewriter to complete forms and documents; uses a calculator to compile and compute numbers for reports and statistics.

Record Keeping and Documentation:

- Maintains statistics and prepares analytical reports detailing results of analyses or studies, conclusions and recommendations; prepares a variety of weekly, monthly and year-end statistical reports and reports for specific assignments.
- Writes research study proposals, problem statements and intelligence bulletins; prepares charts, graphs and tables displaying results of statistical analysis; completes daily time sheet.
- Composes and prepares routine correspondence, letters, memoranda and other documents; maintains files and records of reports, forms, requests, memoranda, etc.; completes maintenance requests for equipment needing service and/or repair.

Interpersonal Relations:

- Interacts with community organizations, citizens, business owners and the general public by giving information to help prevent crime in their area; exchanges data with other agencies.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations being conducted by the Atlanta Police Department; works to achieve the highest level of cooperation and efficiency possible.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has general knowledge of the principles, practices and procedures of the City, Police Department and the various department operations and functions. Has general knowledge of statistical research and analysis, local ordinances and law enforcement practices, policies and procedures as necessary in the completion of daily responsibilities. Ability to follow policies, procedures, plans and activities and to perform established goals. Ability to comply with department plans and objectives for the expedience and effectiveness of specific duties of the City. Ability to implement long-term goals for the department in order to promote effectiveness and efficiency. Has general knowledge of applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Ability to keep abreast of any changes in policy, methods, operations, equipment needs, etc. as they pertain to departmental operations and local law enforcement activities. Ability to

effectively communicate and interact with supervisors, employees, members of the general public and law enforcement representatives as they relate to the department and responsibilities of the job. Is able to assemble, present information and prepare written reports and documents in a concise, clear and effective manner. Ability to analyze crime information and prepare recommendations on findings. Has good organizational, human relations, and analytical skills. Is able to use independent judgement and discretion in determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Ability to read, understand various law enforcement reports and interpret statistical data, and related materials, and perform relative duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED required, Bachelor's degree preferred; two years experience in police crime research and analysis work, preferably in a similar law enforcement environment; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills and abilities for this job. Must possess a valid Georgia Driver's License. Must pass a background investigation.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and/or office equipment. Must be able to move or carry job related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.